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# Hanging Desks





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# Charging desks

A description of representative types  
installed in large and small  
American libraries



Library Bureau

530 Atlantic av., Boston

316 Broadway, New York

156 Wabash av. Chicago

29 Salesrooms in leading cities in United States  
Canada and Great Britain



## Library Bureau salesrooms

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Pittsburg — Westinghouse Bldg.  
St. Louis — Frisco Bldg.  
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Indianapolis — American National Bank Bldg.  
Minneapolis — Lumber Exchange.  
Kansas City — Kemper Bldg.  
Hartford — 684 Main street  
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Providence — Banigan Bldg.  
Denver — Opera House Block  
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## Canadian

Ottawa — 201 Queen street  
Toronto — 77 Bay street  
Montreal — 296 St. James street

## Foreign

London — 20-22 Cross street, Islington, N.  
10 Bloomsbury street, W. C.  
Manchester — 59 Cross street  
Birmingham — 204 Corporation street  
Newcastle-on-Tyne — Milburn House

## Factories

Boston	Charlestown	New York
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## Charging desks

THE evolution of the charging desk is one of the most interesting things in library equipment. Before 1900 the delivery desk served merely as a barrier between the public and the books, and as a sort of shop counter over which the librarian disposed of his or her wares.

The open shelf system has almost entirely done away with the barrier idea; and modern administrative economy, working toward the greatest convenience of librarian and public, has developed the crude delivery counter into a central station from which the whole library floor may be administered.

Naturally, the location of the charging desk in the delivery hall is an important consideration. Shape, size, and design are of equal moment. It should, of course, be in harmony with its surroundings. It should be large enough to accommodate the full number of attendants during the busy hours of the day, yet be convenient for the fewer attendants in charge during the quiet hours. Its shape and interior arrangement should be designed with careful reference to the requirements

of the library in which it is to be installed — the system of charging and discharging, the size of circulation, the number of borrowers, a dozen other considerations.

For these reasons, whether for a small library or a large one, the charging desk should be designed and built to order by specialists in library equipment. The initial cost will be somewhat more than for some make-shift stock desk. The increase in administrative efficiency and economy will justify the added expense every day of the library's existence.

We show in this book a few representative types of charging desks which we have built for libraries of all sizes, — for the small village library, for branch libraries in larger cities, and for large central libraries.

Suggestions, estimates, plans sent without charge on request from any library.

Library Bureau







In branch public libraries, Borough of Manhattan, New York City  
Designed and built by Library Bureau

**A** TYPICAL charging desk which is being installed in all branch libraries of Manhattan.

During the busy part of the day two or more assistants must be constantly at the counter, one engaged in charging, the other in discharging and receiving applications.



In branch public libraries, Manhattan—Inside view

Designed and built by Library Bureau

**T**HIS gives a clear idea of the carefully considered interior arrangement of the desk shown on the preceding page.

The ample space inside the counter permits of the use of trucks to receive the books discharged.





In public library branches, Borough of Brooklyn, New York City  
Designed and built by Library Bureau

**T**YPICAL charging desk designed for Brooklyn Public Library branches. It differs from the New York Public Library design in that both charging and discharging are done in front of the counter.





The Free Library of Philadelphia charging desk

Designed and built by Library Bureau

THIS charging desk was designed to meet the special conditions of the branch libraries of the Free Library of Philadelphia.

It is about 16 feet wide and 16 feet deep outside, and is a modification of the octagonal shape which has been used successfully in a number of other libraries.

The large working space inside the counter makes it possible for much of the administrative work of the library to be done by the desk attendants at such times as the charging and discharging of books do not require undivided attention.

The counter is fitted with a sloping charging tray, which is supported on extension slides, so that it can be pushed out of the way under the top of the





The Free Library of Philadelphia charging desk—Inside view

Designed and built by Library Bureau

counter when not in use. Having a hinged cover, it can be closed at night, or at any time, to keep out the dust.

Half of the rear of the counter is filled with catalog trays, which constitute the public catalog of the library. These trays are accessible only from the outside. Inside of the counter are other trays containing a card register of the borrowers.

The books are returned and discharged at the right hand side of the counter, as one enters the building, and are passed along from the discharging clerk to the clerk at the slip tray, who inspects them and inserts the book slip, thus making them ready for the shelves. The books borrowed are charged on the opposite side.





In Camden (N. J.) Public Library

Designed and built by Library Bureau

**S**IMILAR in general arrangement to the Manhattan and Brooklyn Public Library charging desks.

The radiating stacks permit of general supervision from the central desk.

The public pass in at the right, discharging their books, make their selections from the stack, and after having their books charged at the opposite angle of the counter, pass out on the left.





In Walnut Hills branch, Cincinnati Public Library  
Designed and built by Library Bureau

**A**NOTHER excellent example of the octagonal type. The design harmonizes admirably with the general architectural features of the delivery room.



In East Orange (N. J.) Public Library

Designed and built by Library Bureau

THE V-shaped type of desk, especially adapted to buildings with radial stacks, since the assistant in charge may remain near the center of the circle and by turning in her chair supervise both stack, delivery, and reading rooms.

Nearly everything required both in charging and discharging is available without extra steps, thus making it possible for the counter to be cared for by one assistant, except at the busiest times of the day.





In East Orange Public Library — Inside view

Designed and built by Library Bureau

Desks of this general shape and arrangement have been installed by us in the Pratt Institute Library, Brooklyn, N. Y.; Yonkers Free Public Library, Yonkers, N. Y.; Binghampton Public Library, Binghampton, N. Y.; Atlantic City Public Library, Atlantic City, N. J.





In Atlantic City (N. J.) Public Library

Designed and built by Library Bureau

**A**NOTHER interesting example of the V-shaped type. For description see pages 14 and 15.





In Woodland branch, Cleveland Public Library

Designed and built by Library Bureau

**A** TYPICALLY commodious delivery desk fitted with all the necessary administrative facilities for a large city branch library.





In Queens Borough Library, Astoria, New York

Designed and built by Library Bureau

THE U-shaped type possesses many of the same advantages as the V-form for a small library where there is usually but one assistant.

This desk is large enough, however, for two or more assistants when needed.





In Queens Borough Library — Inside view

Designed and built by Library Bureau

Similar desks have been installed by us in the Utica Public Library, Utica, N. Y.; Fairfield Memorial Library, Fairfield, Conn.; Mt. Vernon Public Library, Mt. Vernon, N. Y.





In Solvay Public Library, Solvay, N. Y.

Designed and built by Library Bureau

THIS very interesting desk was designed with the fact clearly in mind that not for many years, if ever, would there be more than one attendant in charge. The librarian must be cataloger, desk assistant, reference librarian, children's librarian, and almost everything else except janitor.



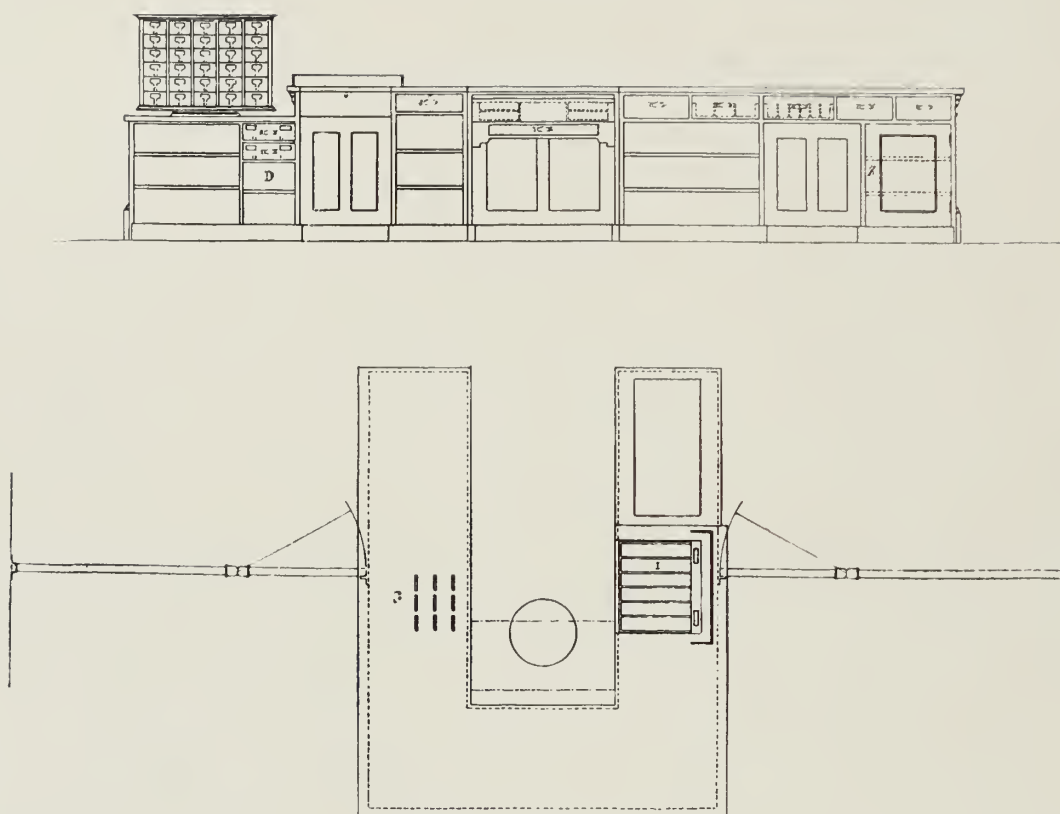


In Solvay Public Library — Inside view

Designed and built by Library Bureau

This made necessary a charging desk which could be used as librarian's desk as well. The plan and rear elevation on the succeeding page show how this is worked out.

The desk is hung on slides and when not in use may be pushed under the top of the front end. In quiet hours the librarian may sit at the desk and charge or discharge books with practically no interruption, everything necessary being within reach.



Plan and rear elevation of Solvay Public Library charging desk

Charging is facilitated by a drawer G divided into nine compartments, into which book cards may be dropped (through slots, a slot for each compartment), and, at the same time, sorted roughly by classes if so desired.

Discharging may be done as books are received, or done in part at that time and completed later. The charging tray I is of the modern form, sunk into the counter and protected from dust by a roller cover which may be closed and locked when the tray is not in use.

The alphabetic list of Borrowers (borrowers' register) is contained in drawers D, which provide room enough for a numeric and location register also.

When the charging or discharging of books is brisk, the desk, with papers, etc., undisturbed, is simply pushed in and locked by dropping the shutter. The card catalog case is attached to the counter top and is within reach of the librarian at all times; being on a swivel base it is equally accessible to the public.

This counter is not in any sense a standard form, but illustrates one designed to meet a most unusual set of working conditions. In addition to accomplishing this, it harmonizes with its surroundings.





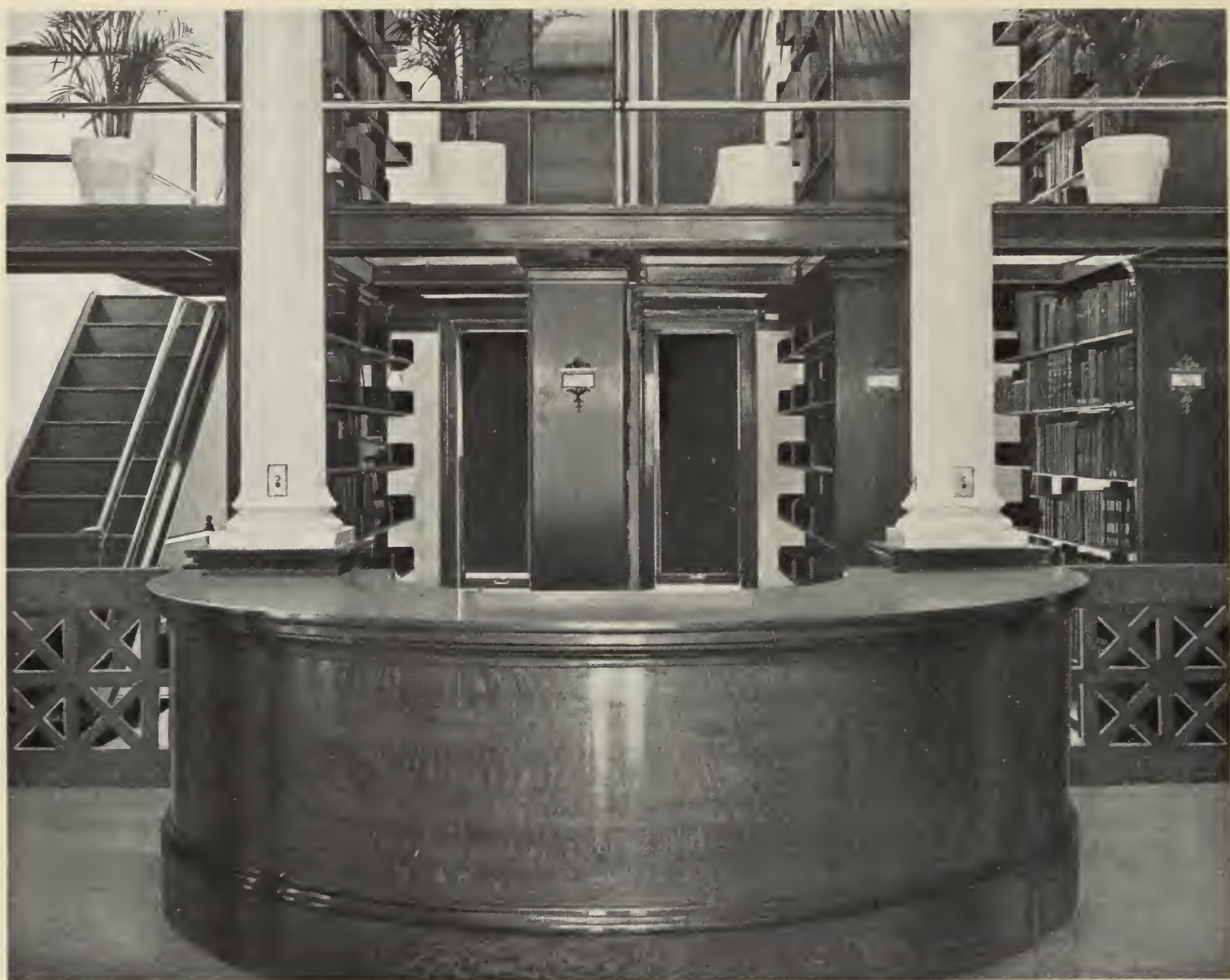
In Nashua (N. H.) Public Library

Designed and built by Library Bureau

**A** WELL-PLANNED 5-plane counter designed for a given space. The interior is arranged so as to make practically three planes, thus allowing adequate working space, and sufficient room for all necessary administrative facilities.

Built upon the counter at each end are accession cases with book bulletin boards above. The five exterior planes of the counter permit of a large number of borrowers being served at one time without congestion.





In Chattanooga (Tenn.) Public Library

Designed and built by Library Bureau

**T**HIS counter represents the semi-circular type usually installed by reason of its harmonizing with certain local architectural lines.

There are often cases where the shape of the foyer, the position of columns, or other features demand this treatment.

The exterior of such a counter affords plenty of space for the public, but from its circular form hardly permits of sufficient inside room for the administrative facilities and delivery work of a large institution.

The plain design and symmetrical curve, however, are beautiful and effective.





In Calumet & Hecla Mining Co. Library, Calumet, Mich.

Designed and built by Library Bureau

**A**NOTHER example of the semi-circular type of counter, showing also inside view. Notice how admirably the limited filing and storage space is disposed for the convenience of one attendant.





In Norfolk (Va.) Public Library

Designed and built by Library Bureau

IN this library the only available place for the delivery desk and catalog cabinets was limited to a seven-foot space between the stack and the delivery hall.

The desk was therefore built out on a gentle curve in front, so as to afford as much room as possible to the public, yet the curve is so slight that the interior is nearly straight, so as to provide the maximum space for administering and supervising. The catalog cases form practically a part of the desk and are fitted and scribed in the alcoves.

The whole combination is a handsome and useful piece of technical equipment and illustrative of the happy results to be obtained by careful study of the problem involved.





In Ray Memorial Library, Franklin, Mass.

Designed and built by Library Bureau

**A** HANDSOME example of the long, low, straight-away charging desk. The conditions to be met precluded a curved or varied plane counter—a long, narrow space to fill, a narrow delivery hall in front, opening directly into a large reading room.

The desk is of the combination type, designed for both the general work of administration and general routine work by the librarian during slack hours. It is the correct height for a person seated, and in view of its length and straight back, affords adequate space for the ordinary work of delivery, as well as for correspondence and general record files, storage drawers, cupboards, and shelves.





In Danforth Memorial Library, Paterson, N. J.

Designed and built by Library Bureau

A STRAIGHT counter often fits the architectural and administrative requirements better than any other shape. In this library a counter, 24 feet long, opposite the entrance to the stack room, provides for supervision of the open shelf room, delivery room and public catalog. Two attendants are able most of the time to handle all the charging and discharging. The children's department has a counter and charging system elsewhere in the building.





Eight-foot standard counter—Outside view

Designed and built by Library Bureau

**F**OR all libraries of five thousand books or less an eight-foot straight counter can be built to contain all necessary requirements for complete and convenient administration by one attendant.

In our stock form little change of position or effort is required to reach all its parts. As shown it is particularly adapted to the Brown charging system, but can be modified to suit other systems equally well.



Eight-foot straight counter — Standard form

Designed and built by Library Bureau

The center of the counter is cut down to contain a tray divided into rows for charging cards. Patent adjustable blocks maintain the proper angle of the cards in any position. At either side a large drawer is arranged with extension slides for borrowers' pockets. Other drawers are devoted to cash and general utility.

Illustrated in quartered oak, but made in any wood or to suit special spaces.



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